

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Recipient/Adjuster]
[Name of Insurance Company/Defendant]
[Address]
[City, State, Zip Code]

Re: NOTICE OF INTENT TO FILE SUIT

Claimant: [Your Name]
Claim Number: [Claim Number]
Date of Incident: [Date of Injury]

To [Name of Recipient],

This letter serves as formal notice of my intent to initiate a lawsuit against [Name of Defendant/Entity] in connection with the personal injuries I sustained on [Date of Incident] at [Location of Incident].

As previously detailed in my demand letter dated [Date of Demand Letter], your insured's negligence resulted in significant physical, emotional, and financial damages. Despite my efforts to resolve this matter through a fair settlement, your final offer of [Amount of Last Offer] is insufficient and does not adequately compensate me for my medical expenses, lost wages, and pain and suffering.

Please be advised that if we cannot reach a reasonable settlement agreement by [Deadline Date, e.g., 10 days from today], I will instruct my legal counsel to file a formal complaint in the appropriate court of law without further notice. This will result in additional litigation costs, discovery, and trial preparation.

I remain open to a fair and final settlement before the aforementioned date. Please contact me directly at [Phone Number] if you wish to discuss a revised offer.

Sincerely,

[Your Signature]

[Your Printed Name]